

## **Maine Virtual Academy (MEVA)**

### **NWEA Virtual Proctoring Policy**

**July 15, 2016**

#### **NWEA Recommendations:**

NWEA has confirmed via email on July 14, 2016 that MEVA can certainly test students from home.

NWEA recommends, if possible, to have a mobile device (ipad, chomebook, laptop), with the testing software already installed, available at the home to use for the testing of the student.

NWEA recommends that each student will be in close communication with whomever is proctoring the test so that they know the login information for the test session. The virtual proctor shall advise the student when to test, as well as confirm the student for testing, etc.

NWEA recommends that if the students use their own devices, then they would need to either install the Lockdown Browser on their computers, or test from the URL directly ([test.mapnwea.org](http://test.mapnwea.org)). However, this latter option does not lockdown the machine during testing so that they would be able to access the internet.

NWEA cautions schools against administering multiple test sections on one day, as students may experience test fatigue, which negatively impacts their test results.

#### **MEVA Virtual Testing Protocols:**

MEVA will protect the integrity of the NWEA tests by following the NWEA recommendations above as closely as possible.

MEVA will utilize the school's teachers and administrators as virtual proctors.

MEVA virtual proctors will receive authorized NWEA testing training, before administering the NWEA tests.

MEVA virtual proctors will work from the school-office on school-issued computers during NWEA testing sessions. Virtual proctors shall administer the tests in their live-connect classrooms. Proctors shall place their students in individual breakout rooms, which accommodate the screen-sharing application.

MEVA students may take the NWEA on their personal or school-issued computer. However, the students' devices must allow/facilitate screen-sharing with their virtual proctors. MEVA proctors shall supervise students in accordance with NWEA protocols by utilizing the screen-sharing application.

MEVA shall make every effort to administer separate test sections on different days.

MEVA requires all students in the seventh through the eleventh (7<sup>th</sup> – 11<sup>th</sup>) grades to take the NWEA tests in the fall, winter, and spring. If a student is unable to test due to technical issues or simply does not take the test that day (for excused or unexcused reason), MEVA will offer alternate virtual test dates.